



Department of Business and Industry

# Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706 **Phone:** (775) 687-0700 **Fax:** (775) 687-0787 **Web:** doi.nv.gov

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## **INSTRUCTIONS TO OBTAIN A DUPLICATE LICENSE**

### **Electronic:**

Licensees may submit a change of address electronically through the PDB at <https://pdb.nipr.com/ACR/SignIn> or through Sircon at [www.sircon.com/nevada](http://www.sircon.com/nevada).

Upon change of address, the licensee may now print their license online if they choose to do so. To print a license online, the licensee must select the "Print a license" tab in the left-hand column of the Sircon landing page. There is no fee to submit a change of address online through Sircon, however a \$10 fee applies for a duplicate license. Sircon's electronic processing fees also apply.

### **Hard Copy:**

There is no fee to submit a hard copy change of address; however, a \$10 fee for printing a duplicate license applies. Fees are payable to the Division of Insurance.

### **Affiliating/Associating and terminating an individual's business entity association:**

Refer to [NRS 683A.365](#) for the notification requirements for affiliating and terminating individual associations.

Business entities may expedite individual associations by submitting the association request online through Sircon at [www.sircon.com/nevada](http://www.sircon.com/nevada). Affiliation and electronic processing fees apply. Hard copy associations may be submitted by utilizing the Individual Modification Form, [Form 327A](#).

**Questions:** Contact the Division's Producer Licensing Section in Carson City at (775) 687-0700, option 1, or in Las Vegas at (702) 486-4595.

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### **Hard Copy Duplicate License Requests:**

If the licensee intends to request a duplicate license by submitting a hard copy request, the licensee must enclose a \$10 check or money order payable to the Division of Insurance. The request must be submitted to the Nevada Division of Insurance at 1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706

Name as shown on license: \_\_\_\_\_

Last 4 of SSN, FEIN, NV License Number, or NPN: \_\_\_\_\_  
(Indicate which identifier is used in the request.)